PROGRESS REPORT ON DLNR'S EFFORTS TO MEET THE NATIONAL PARK SERVICES CORRECTIVE ACTION PLAN (CAP)

Column 1 is the referral number from the original CAP

Column 2 in a synopsis of the requirement of the CAP

Column 3 are statements from the NPS April letter following their mid-term review

Column 4 is the progress to date

As of July 17, 2012

CAP#	CAP Requirement	April Letter Reference	Current Status/Progress
SURVEY AND I	NVENTORY		
MCA-SI-1	Develop Procedural Standards for Survey.	IN PROGRESS	ON SCHEDULE
		Site forms must be developed as part	SOPs, including forms, in progress of
		per the procedural standards.	being completed and will soon be
			posted on the web for review and
			comment. Expect posting of draft in
		Final survey standards must reflect	mid-July.
		Federal CRGIS metadata and	
		data transfer standards.	

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MCA-SI-2	Establish and Maintain a Current and Accessible Statewide	IN PROGRESS	ON SCHEDULE
	Inventory NPS recommends that this inventory be on-line,		Anticipate basic components of GIS and IT
	ideally web- and GIS based.		intake form and data backlog to be in
			place by end of September.
		Written procedures manual for	Written procedures are part of the
		maintaining and updating the	SOPs for Survey and Inventory noted
		inventory must be submitted to NPS	above. Assumes current inventory
		for approval prior to implementation.	system. Expect posting of draft mid-July
			Changes will be required subsequently
			with improvements to the system.
		No GIS Specialist on board.	GIS Specialist position offered and accepted.
			Expect to finalize hiring by August
			Transition of legacy data is on-going.

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MCA-SI-2			Note: Not identified in April letter but
(continued)			also critical to SHPD basic operational
			capacity is the position of IT Specialilst
			under the DLNR IT Division; position
			description and recruitment in progress.
		GIS marginally functional with	Baseline assessment and draft GIS
		limited capacity. Data in system	program process identified by NPS CR-GIS
		to 2005	Program F190staff working with SHPD staff
			and partners.
		No concrete plan in place to	IT infrastructure assessment completed.
		incorporate legacy data into GIS, or	Primary workload areas identified to
		to incorporate current incoming data.	include 1) legacy GIS data, <2005,
			legacy GIS data, 2005-2012; and 3) new
			and incoming data.
			Digital transition of documents continues;
			pending digitization of all Kauai reports to
			DocuShare. (project on hold due to non-responsiveness in responses to RFP)
			Evaluating update of Docushare

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		April Zetter Rejerence	Contracted with eGov to create on-line intake and tracking system for reports, forms, and correspondence routing. Beta testing of first phase expect in June. Beta testing on-going in July Further development of workflow and integration of systems underway with anticipated basic process in place by September. GIS/IT working group established to discuss and make recommendations regarding improvements to inventory system and document management processes.
MCA-SI-3	Archival Specialist. SHPD should hire or contract with a specialist (archivist, library specialist, etc.) to design and implement a historic/cultural resource inventory database and a digitized library of SHPD cultural resources reports.	Requirement that SHPD report on the hiring of an Archivist/Librarian.	Job Description is finalized; expect to post job in July, hope to fill the position in the fall.
REVIEW AND (COMPLIANCE		

CAP#	CAP Requirement	April Letter Reference	Current Status/Progress
MCA-RC-1	Coordinated Staff Reviews. Compliance reviews must be	IN PROGRESS	SUBSTANTIALLY COMPLETE
	conducted by professional staff in all disciplines, and a single		The current Review and Compliance
	letter containing SHPD consolidated comments and		process already does reviews in a
	recommendations must be produced.		multi-disciplinary manner; new SOP's
			will require that a single letter be
			produced.
			All of the positions listed in MCA-RC-1
			are filled and staff in place

CAP Requirement	April Letter Reference	Current Status/Progress
Develop Procedures for Review and Compliance. SHPD	SUBSTANTIALLY COMPLETED	SUBSTANTIALLY COMPLETED
must establish and follow a clear and explicit Compliance		
Review Process that meets statutory and regulatory	Draft procedures must be	Draft for both Archaeology and
requirements (NHPA Sections 101(b)(3)(E), (F), and (I);	circulatd to stakeholders	Architecture completed and internally
36 CFR 61; and 36 CFR 800)		circulated and edited based on feedback.
		Draft of R&C SOPs will be posted on the
		web-site in mid July for review and comment.
	NPS has reviewed draft;	Meets each of NPS minimum
	expect that final will be	requirements for review process,
	approved.	transparency, and adhereance to
		State/National requirements/laws
	Develop Procedures for Review and Compliance. SHPD must establish and follow a clear and explicit Compliance Review Process that meets statutory and regulatory requirements (NHPA Sections 101(b)(3)(E), (F), and (I); 36 CFR 61; and 36 CFR 800)	Develop Procedures for Review and Compliance. SHPD must establish and follow a clear and explicit Compliance Review Process that meets statutory and regulatory requirements (NHPA Sections 101(b)(3)(E), (F), and (I); 36 CFR 61; and 36 CFR 800) NPS has reviewed draft; expect that final will be approved.

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MCA-RC-3	Professionally Qualified Staff. Additional staff meeting the	IN PROGRESS	ON SCHEDULE
	Secretary of Interior's Professional Qualification		
	Standards must be hired, or contracted with, in order to	Significant recruitment and retention	Recruitment and Retention Plan
	adequately carry out the workload related to SHPD's	issues remain.	completed and updated every other
	Section 106 review responsibilities.		month to reflect on-going results
			of recruitment difficulties and success.
			Final version will be submitted to NPS by
			August.
		SHPD required to report bimonthly on	
		on progress in hiring:	Current Status
		GIS/IT specialist (SHPD)	Offered and accepted
		GIT/IT specialist (DLNR IT Division)	Working with IT Div (end of year)
		Librarian/archivist	Job Description completed
		CLG specialist	Funding not available (7/2013)
		Maui Lead Archaeologist	Position posted
		Oahu Lead Archaeologist	Sue Lebo Hired
		Hawaii Lead Archaeologist	Mike Vitousek Hired
		Kauai Asst Archaeologist	Funding not available (7/20/13)
		Oahu Asst Archaeologist	Deona Naboa
		Hawaii Asst Archaeologist	Waiting for governor approval
			Other hires critical to SHPD operation
			outside of CAP:

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			Intake Specialist (position filled) Secretary III (can hire after july 17, interviews complete)
		I	Burial Specialist - Hawaii (position filled)
			Burial Specialist - Oahu (Kawika Farm starts Aug 6))

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MCA-RC-4	Staff Training. All Section 106 R&C staff must attend and	IN PROGRESS	REQUIREMENT SUBSTANTIALLY MET
	successfully complete training in the Section 106 review		
	process that convers th basics, advanced topics, dealing with	Recommends additional training for	Section 106 training conducted by
	TCPs, developing MOA and PA, and how the Section 106 process	staff to target professional skill sets	ACHP in fall 2011; all R&C staff
	coordinates with other federal laws, such as NEPA, and	for administration of Federal	attended. SHPD staff attend annual NPI
	Section 4f of th US DOT Act.	Historic Presrvation Tax Incentives	training, and attended Historic Preservation
		and Certified Local Governments.	Tax Incentive and additional CLG Training
			in July

MCA-RC-4 (continued)		Emphasizes need for on-going training.	SHPD Administrator on continual search for appropriate training and financing to capitalize on the opportunity.
NATIONAL REG	SISTER		
	Documented Review Procedures. SHPD must develop and implement written review procedures to document decisions and recommendations for National Register nominations.	Written procedures have been accepted by NPS.	SUBSTANTIALLY COMPLETE Completed and accepted by NPS
		NPS rcommends that SHPD staff	SHPD staff has been sensitized to this

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		increase its efforts to expand the	policy and is seeking ways to expand
		cultural diversity of representation	diversification.
		on the State and National Registers.	
		NPS recommends that professional	SHPD is assessing ways to ensure that
		transcription services and legal	these functions are covered.
		representation from DAG attend all	AG does not have staff to cover Saturday
		State Review Board meetings.	meetings. SHPD will ask AG advice prior to meetings.

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MCA-NR-2	National Register Tracking Logs. SHPD must develop and	No comment	SUBSTANTIALLY COMPLETE
	implement written standard NR review procedures and tracking		
	logs that meet statutory requirements for the National Register		
	Program Areas. SHPD should initiate a system to track the review		
	and listing status of all incoming National Review nominations		
MCA-NR-3	Initiate annual training in NR procedures for State Review	No comment	SUBSTANTIALLY COMPLEETE
	Board. Each Review Board member should be given a hard		Training provided in Fall 2011
	copy, or the web address, for the Manual for State Historic		
	Preservation Review Boards.		
MCA-NR-4	Consult with Native Hawaiian Organization on National	INSUFFICIENT PROGRESS	ON SCHEDULE
	Register nominations.	NHOs not given sufficient	National Register nominations are
		opportunity to comment	posted on SHPD's website in adequate time
			for comment. OHA and other NHO's who
			express an interest will notified of posting.
CERTIFIED LO	CAL GOVERNMENT		
MCA-CLG-1	SHPD must follow the existing Hawaii CLG procedures Manual	IN PROGRESS	SUBSTANTIALLY COMPLETE
	and notify Maui and Kauai CLGs that SHPD will evaluate CLG		
	operations in 2011.	CLG Procedures Manual has	CLG Procedure Manual revised,
		been revised, approved	approved by NPS, and being
		by NPS and is in use.	implemented.
			County CLG training is on-going. Oahu and

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			Hawaii County actively being urged by	
			SHPD to form a CLG.	

CAP#	CAP Requirement	April Letter Reference	Current Status/Progress
STATE PLAN FO	OR HISTORIC PRESERVATION		
MCA-PP-1	Postpone Plan revisions activities and re-allocate its	COMPLETED	COMPLETED
	support and resources.		
MCA-PP-2	Develop and follow a clear and explicit Plan Revision	COMPLETED	COMPLETED
	Process.		
MCA-PP-3	Provide roles for SHPD staff, the Historic Places	IN PROGRESS	ON SCHEDULE
	Review Board and the Island Burial Councils in the		
	Plan revision effort.	Staff from the three SHPD Branches	All branches are actively participating
		should be represented on the State	in the Plan process.
		Plan Committee.	
MCA-PP-4	Provide an active role for NHOs in the Plan revision	IN PROGRESS	ON SCHEDULE
	effort.		Significant action taken to invite NHO
			participation at statewide meetings and
			through on-line or direct conversation.
			There has been active participation by the
			Hawaiian community in the process.
MCA-PP-5	Provide multiple opportunities for broad public and	IN PROGRESS	ON-GOING
	stakeholder participation in the Plan revision effort		Statewide meetings have been held.
			Website available for continued input.
MCA-PP-6	Submit the draft revised State Plan to NPS WASO	IN PROGRESS	ON SCHEDULE

CAP#	CAP Requirement	April Letter Reference	Current Status/Progress
	Preservation Planning Program for review and		Working closey with WASO Program;
	approval.		meet by telcom on a bi-weekly basis.
			Plan drafting has begun and SHPD expects
			to have a working draft by late August
			and to be completed by September.